

**Medway Economic Development Committee
Medway High School – Room 138
88 Summer Street
February 21, 2012**

ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:

Ann Sherry, Ken Bancewicz, Paul Yorkis and Andy Rodenhiser

ABSENT: Kent Scott, James Byrnes, Ray Himmel

ALSO PRESENT: Susy Affleck-Childs, Planning and Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary

Vice Chairman Ann Sherry opened the meeting for the Medway Economic Development Committee at 7:00 pm.

Open Meeting Regulations:

Susy reported that Ray Himmel had asked her to provide an update on the Open Meetings Law as it related to sub-committees.

Susy reported she had contacted Town Counsel. It is the opinion of Town Counsel that if any subcommittee of two or more members meet, the meeting needs to be held in a neutral place and an agenda needs to be posted 48 hours prior to the meeting. There are to be no meetings held at any member's home residence. Also, minutes must be taken.

Member Yorkis disagrees with the opinion of Town Counsel. This hinders the subcommittees and makes the groups have to work individually instead of in subcommittees. The EDC must have the ability to have informal interactions to move this committee forward. Without these interactions, the committee is hindered. As business representatives, the interactions and conversations occur at various times.

It was suggested to ask the Board of Selectmen provide a recommendation about how to manage the opinion from Town Counsel.

Susy Affleck-Childs communicates that she will facilitate the posting of the agenda and meeting notices for sub-committee meetings.

On a motion made by Andy Rodenhiser and seconded by Paul Yorkis, the Economic Development Committee voted unanimously to seek clarification from the State Ethics Commission relative to meetings with sub-committees.

NOTE – Susy will follow-up on this.

NOTE – The state agency which oversees the Open Meetings Law is the Attorney General's office, not the Ethics Commission.

Chapter 61 & 61 B Properties:

Susy provided the members with a spreadsheet of the Chapter 61, 61A and 61 B lands in Medway. (See Attached) The information was supplied by the Assessor's office.

The Committee also reviewed the visual map which was presented. There were land use codes which were also noted on the map. After reviewing the map and list, the members did recognize that some parcels which were assessed as being not developable are in reality developable.

Fiscal 2013 Budget:

Susy reported that the proposed EDC budget for FY 13 (\$59,600+/-) was formally submitted. Susy communicated that the Town Administrator has recommended \$20,000 for the EDC for possible marketing work. It was suggested that the Committee meet on March 6, 2012 to work further on the budget numbers for the Board of Selectmen.

The Committee members wanted to know if this will be a separate line item. Susy will get clarification on that.

Action Items from January 30, 2012 meeting:

Member Bancewicz prepared a sheet noting the action items from the January 30, 2012 Economic Development meeting. (See Attached)

Member Yorkis communicated that he is looking at the bylaws and more specifically the appointment of Board and Committee members. He would like to see that the Chairperson on any of the appointed Board or Committees not be able to be the Chairman for more than three successive years.

Another suggestion is to develop Rules and Regulations about how the appointed Boards and Committees should conduct business based on best management practices.

It was communicated that it can be very problematic when specific Board members do not show up and decisions need to be made. When members are not present it means a cost to the applicant, engineer, and other parties.

There was also a comment that when the Chairman of a specific Board and Committees does not show up for meetings, the meeting is often not held and no other business is conducted.

It was suggested to draft an article for town meeting to amend the General Bylaws about the appointment of the Board and Committees. There was a recommendation that this proposal be made in the context of the overall analysis first instead of as a standalone article.

The Board is in receipt of information from Mt. Auburn Associates which was provided by Ken Bancewicz. (See Attached) This company helps municipalities achieve better success in planning and facilitating economic development.

Member Bancewicz will contact them and invite them in to speak with the committee.

Committee Member Tasks:

List of underutilized properties	Answer Questions from Joint EDC/BOS/PEDB Meeting	Attend Finance and BOS Mtgs re: budget	Contact John Forresto and Kristine Devine	Create a working document to show BOS & Finance
Susy	Ken and Kent	Ray and Paul	Ann and Kent	Ann & Ray

Bottlecap Lots	Meet with Finance	Send Email with dates of meetings	Invite Mt. Auburn Associates to a future EDC meeting
Andy	Paul & Andy	Susy	Ken

Business Council Report:

Member Sherry communicated that there was a Medway Business Council meeting held last week at the Bank. There were some new members present. The Verizon store representative was also present. Ann noted that the March MBC meeting will be hosted by John Greene at the Medway Mill.

Announcements:

- There is a meeting on March 9, 2012 of the Massachusetts Economic Development Council which will take place in Haverhill. The purpose of the meeting will be celebrating manufacturing. There was discussion that it would be a good idea to have an EDC member attend.

Minutes:

The meeting minutes from January 4, 2011, November 15, 2011, and January 30, 2012 will be held until the next meeting.

Adjourn:

On a motion made by Paul Yorkis and seconded by Ken Bancewicz, the Committee voted unanimously to adjourn the meeting at 8:40 pm.

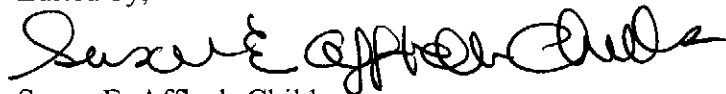
Future Meetings:

- Tuesday, March 6, 2012
- Tuesday, March 20, 2012
- Tuesday, April 17, 2012

Respectfully Submitted,


Amy Sutherland
Recording Secretary

Edited by,


Susan E. Affleck-Childs
Planning and Economic Development Coordinator

ACTION ITEMS FROM EDC MEETING HELD ON 30 JANUARY 2012

- 1) The Committee wants to create and distribute a letter to the Board of Selectmen. **Ann Sherry and Ray Himmel**
- 2) We must go to the Finance Committee and Board of Selectmen. The Committee agreed that the next steps are to put all the information into a visual and have conversations with the Board of Selectmen and the Finance Committee. Members Scott and Yorkis agreed to meet with the Finance Committee and the Board of Selectmen over the next three months. The Committee agreed that the next steps are to put all the information into a visual and then have the conversations with the Board of Selectmen and the Finance Committee.
 - i) **Paul Yorkis, Ray Himmel and Kent Scott will be designated to provide the information.**
- 3) Compile a list of underutilized properties – **Susy Affleck-Childs**
- 4) Summarize and answer questions from the Joint meeting held on 18 January 2012 – **Ken Bancewicz and Kent Scott**
- 5) Attend the Finance and BOS meeting – **Ray Himmel and Paul Yorkis**
- 6) Contact John Foresto (BOS) and Kristine Devine (FINCOM)- **Anne Sherry and Kent Scott**
- 7) Create a working document to present to the BOS and Finance Committee – **Ray Himmel and Anne Sherry**

The Medway Economic Development Committee will work proactively to promote, Encourage, and facilitate the development of responsible and properly planned business and industrial growth within the community in order to expand and Strengthen the local economy and diversify the community's tax base.